

The ACEG REPORT

Association for Counselors and Educators in Government

Volume XXI Issue 3

Summer 2005

From the Desk of ACEG President



Miles Sakaguchi
ACEG President
2004-2005

This is my last message to all of you as your association President. I can say that it has been a challenging year, perhaps much more than in the past, with even fewer resources on hand; it has been a struggle to overcome the many small obstacles that came our way from expected and unexpected sources. We had hurricanes that battered our friends and colleagues; damaging home and property. Many of us have had to deal with personal loss in the way of family and friends this past year. Added to this many of us who work for the federal government have

had to deal with shifting resources, making it harder to accomplish the mission, taking care of our clients, and maintain a can do attitude as well. Then we have to work with the many personalities that make up our professional organization. For those of us who are professional counselors as well as educators, this is a tough task but for those of us who care, one that we take on because we believe in the organization and the good that can come out of it.

Despite all the many challenges impacting our Professional Development Institute (PDI) in Atlanta, we managed to have one. In fact this year was the first time that ACEG and DANTES worked together to take up all three days allowed by the American Counseling Association (ACA) for pre-convention activities. The numbers were not large. In better times, perhaps, there would have been many more coming to the workshop and PDI, either funded or not.

Unbelievably both events did occur, thanks in large part to a few dedicated and committed professionals who felt strong enough to make things happen, despite adversity. For ACEG, you know that our Convention Coordinator, Jim Henderson, was instrumental in putting the pieces together both before the convention and keeping things on track in Atlanta. Like the reserve component that he works for, Abdul Ali was there when we needed the help despite facing personal challenges himself. In keeping with pitching in, we have to give a hand to Sharon Seesholtz and Dee Richardson who helped out at the PDI reception desk, and to Nancy Shrope for taking on the huge financial issues related with putting on a PDI. As for Dr. Barry Cobb, long time Director at DANTES, retiring after so many years, you can say he was at the right place and at the right time for us this year in Atlanta. For years, he was our

'clean up speaker', the one whom the audience would wake up to and not continue dozing off after a hefty luncheon, we at ACEG, albeit ala Maureen Colon, have been known for. It was not because of the information (although important) he put out. No, seeing him in front, signaled that it was the end of a long day of sessions, and it would soon be time to head out the door to get cleaned up and ready for dinner at an elegant restaurant and perhaps a night on the town that evening. So when Jim put him up front as the lead off speaker, you can bet it was of concern, if only to the current ACEG President. To top it off, he was also our luncheon speaker, giving not only a terrific and inspirational speech but he did give some sage advice as a farewell present. It is true that he substituted for a four star general we had originally planned for and who couldn't be bothered with a bunch of civilian educators and counselors in government. Of course, we did learn a few days before that his base was on the list to be cut. No wonder, he had other things on his mind. Well, no matter, we had Barry Cobb, who gave a four star performance anyhow. So Barry, thanks for being there at the right place and at the right time. You can put those four stars on anytime!

As for being in Atlanta, Georgia, well, you just have to be there to appreciate the place, even for just a few days. For a number of us, having been to Atlanta in 1993 and being caught in sudden snow storm was not fun. It was really different this time around without the snow and staying at the Omni and near CNN. No snow, no ice, a little rain, but enough fair weather to go around is my kind of climate. Sounds like calling Hawaii home but then, everyone has a different taste for what is good and what is better.

This coming year has already some built in challenges. It will have to be dealt with by the incoming leadership of our association. Your support as an association member is equally, if not of paramount importance, for the association to meet each challenge successfully. Stay the course, maintain your spirits, and keep the faith in your colleagues and professional organizations such as ACA, now and in the future.

Miles T. Sakaguchi
President, ACEG

"Serving Them Today Because They Served Yesterday"

By Sharon Seesholtz

The Department of Veterans Affairs (VA), Deputy Director of Education Service, Mr. Dennis Douglass, provided the ACEG PDI attendees with a very informative and practical presentation, "Serving Them Today Because They Served Yesterday." The focus was on legislation passed since 2000 by the 106th, 107th and 108th Congresses. The following were discussed: the Veterans Benefits and Health Care Improvement Act of 2000, the Veterans Education and Benefits Expansion Act of 2001, National Defense Authorization Acts for FY 2001, 2002 and 2003, Veterans Benefits Act of 2003, the Veterans Benefits Improvement Act of 2004, and the Ronald W. Reagan National Defense Authorization Act.

The Veterans Benefits and Health Care Improvement Act of 2000 increased the Montgomery G I Bill (MGIB) to \$650 and the Survivors' and Dependents' Education Assistance Program (DEA) to \$588 per month. The DEA would have future increases tied to the Consumer Price Index (CPI). It allowed MGIB enrollment for Veterans Educational Assistance Program (VEAP) participants and allowed benefits for some licensing and certification tests. Service members were also allowed to add an additional \$600 to their MGIB account.

The Veterans Education and Benefits Expansion Act of 2001 provided a three-phase increase in the MGIB full-time monthly rate. The act provided an increase to the DEA full-time rate, also accelerated, up front, lump sum payment of 60% of tuition and fees option for those enrolling in high-cost, high-tech programs instead of the regular MGIB payment. It also extended the DEA delimiting date for Guard and Reserve members called to active duty by the time spent on active duty plus four months.

The National Defense Authorization Act for FY 2001 allowed the military services to pay 100% Tuition Assistance (TA). The VA was permitted to pay the amount not paid by the military, called "TA Top-Up." TA Top-Up is the amount equal to the difference between the total cost of a college course and the amount of TA paid by the military for the course.

The National Defense Authorization Act for FY 2002 authorized the military to offer transferability of up to 18 months of MGIB to a spouse or child as a reenlistment incentive. The United States Air Force (USAF) conducted a pilot of the program from October 1, 2002 to September 30, 2003 for specific Air Force Specialty Codes (AFSC's). The program was not continued but some airmen took advantage of the program.

The National Defense Authorization Act for FY 2003 made a delimiting date of fourteen years for Selected Reservists (SR) training under the MGIB-SR (Ch. 1606). It also established a National Call to Service Program. The program has a three-tiered service requirement to qualify for the incentives. After the completion of initial entry training, the person must serve on active duty for fifteen months. After this, and without a break in service, these individuals must serve either an additional period of active duty or a period of 24 months in an active status in the SR. After completion of this period of service, and also, without a break in service, the remaining period of obligated service can be on active duty, in the SR, in the

Individual Ready Reserve (IRR), or in the Peace Corps, Americorps, or another national service program jointly designed by the Secretary of Defense and the head of such a program. The person can choose from four incentives: a \$5,000 cash bonus, repayment of a qualifying student loan not to exceed \$18,000, entitlement to an allowance equal to the three-year monthly Ch. 30 MGIB rate for 12 months or entitlement to an allowance equal to fifty percent of the two year monthly Ch. 30 rate for 36 months.

The Veterans Benefits Act of 2003 allowed surviving spouses who remarry after their 57th birthday to retain their eligibility for DEA. It increased the full-time DEA rate to \$788. It also allowed non-degree, non-credit entrepreneurship courses to be approved for VA benefits.

The Veterans Benefits Improvement Act of 2004 provided a ten year extension of the delimiting date in the DEA program for spouses of service members who die while on active duty. It increased the rates for on the job training and apprentice training. Benefits can be paid for fees charged to take national admissions examinations and College Level Examination Program (CLEP) tests.

The Ronald W. Reagan National Defense Authorization Act for FY 2005 created another education program-Ch. 1607 of Title 10, a Reserve Call-Up Benefit. The Guard/Reservist must serve at least 90 days of continuous active service which in turn provides 36 months of full-time benefits. There is no delimiting date if the service member returns to the reserve or guard component after active service. The Department of Defense is responsible for determining eligibility and will fund. The law also established that a full-time monthly rate will be a percentage of the MGIB 3-year rate (currently \$1,004) depending on the length of activation. If a service member is activated for at least 90 days, the rate will be 40%; activated for at least one year, 60%, for at least two years, the rate will be 80%.

As a result of these numerous legislative changes the MGIB monthly full-time entitlement went from \$552 in 2000 to \$1,004 in 2004; the MGIB-SR went from \$263 to \$288, the DEA went from \$485 to \$803 per month for those same periods. Service members or their families have increased their utilization of these benefit dollars since FY 2000 by 62% for the MGIB-SR, 103% for the MGIB and 104% for DEA. The actual number of students trained each year has increased by 17% for the MGIB, 26% for the MGIB-SR and 54% for the DEA.

Further information on the service member and family education benefits can be found on the VA website: <http://www.gibill.va.gov> or by calling 1-888-GIBILL-1 (1-888-442-4551).

Growing Happy & Confident Kids

A special initiative of the American Counseling Association Foundation

Young people today face an incredible number of challenges, more possibly than any generation before them. The world in which our kids grow and develop has been made fragile and tenuous by threats both close and far.

In schools, competition to succeed, peer pressure and aggressive behavior by bullies are representative of the myriad threats to individual success and self-esteem. In the neighborhoods and communities, violence, gangs, substance abuse and other problems are more prevalent than ever before. Finally, in the larger world, no children can turn on a television set and not witness crime, war, terrorism and global unrest.

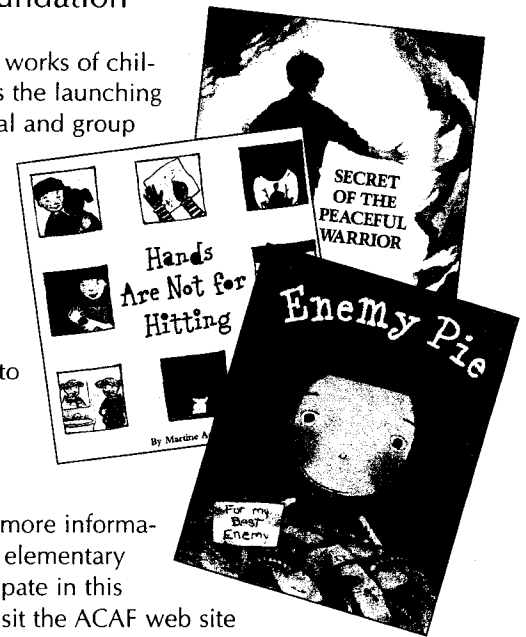
The cadre of professional counselors working with children in our schools are in a unique position to help growing boys and girls develop healthier views of themselves, home, school, community and all of the interpersonal relationships they will encounter in their early lives.

The *Growing Happy and Confident Kids* (GHCK) project of the American Counseling Association Foundation (ACAF) seeks to involve a select number of elementary counselors and their schools in a special project that will promote self-esteem, self-efficacy, understanding of emotions, coping strategies and an understanding of the rich diversity that is so recognizable in our schools, communities and nation.

Using the love and promotion of reading among elementary school age children, the GHCK initiative has identified

approximately 20 works of children's literature as the launching point for individual and group interaction that will allow participating children to become more aware, expressive and confident, qualities ACAF believes will add to their potential to succeed in school and society.

If you would like more information on how your elementary school can participate in this program please visit the ACAF web site at www.counseling.org/foundation or contact Theresa Holmes at 800-347-6647 x350 or acaf@counseling.org.



ACEG Bylaws revision should be in the mail! Not! Yes!

For those of you who don't know the American Counseling Association Bylaws Committee found our Bylaws to be in substantial compliance with the ACA Bylaws. However, the committee did make five points which would not only improve but also help the association do its job better.

These five points are -

1. It is suggested that ACEG clarify and embellish fiduciary, protective matters and tax exemption status implications within the Bylaws.
2. It is suggested that terms and term limits or no terms and term limits for officers be clearly indicated and specified.
3. It is suggested that ACEG Bylaws contain a clear statement regarding its congruence with ACA Bylaws.
4. It is suggested that more clarity exist regarding filing reports, budget information and audits with ACA.
5. Statements regarding divisions/branches/and-or chapters of the organization may wish to be included.

In addition, your Bylaws committee also discovered a serious omission that impact on how we do business with the ACA

Governing Council. We left out ever mentioning that we had a governing council representative! How did we manage to forget that one! Well, it happens. You all should know that a number of your fellow members worked on the Bylaws and although your association President would like to take full credit for it, he can't. So Sandy, Nancy, Jim, Chris, and especially Janet deserve a big thank you for their contribution to the effort.

Your Board of Directors met in Atlanta but deferred action pending copies being sent out to the membership for comment prior to asking for a vote to accept the revisions at the next general membership meeting, currently scheduled for Montreal, Canada. A copy of the proposed changes should be posted to the ACEG website. If you have not received your copy of the latest proposed Bylaws changes, contact Mr. Abdul Ali at abdul.rahman.ali@us.army.mil.

Association for Counselors and Educators in Government

A division of the American Counseling Association

5999 Stevenson Avenue, Alexandria, VA 22304

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ACEG/ACA MEMBERSHIP APPLICATION

Social Security Number _____ ACA Member # _____
First Name _____ M.I. _____ Last Name _____
Mailing Address _____
City _____ State _____ Zip _____ Country _____
Organization _____ E-Mail _____
Work Phone () _____ Home Phone () _____ Fax () _____

ACEG/ACA Membership Dues

Membership in ACA means that you will abide by ACA's Bylaws and other governing documents and are qualified for the membership category selected. By becoming an ACA member, you are agreeing to be subject to the rules, regulations and enforcement of the terms of the ACA Code of Ethics and Standards of Practice, which can include appropriate sanctions up to suspension or expulsion from ACA and public notice about any such action. The ACA Code of Ethics is available at www.counseling.org.

Check one	ACEG		ACA		Total
<input type="checkbox"/> Professional	\$20.00	+	\$145.00	=	\$165.00
<input type="checkbox"/> Regular	\$20.00	+	\$145.00	=	\$165.00
<input type="checkbox"/> New Professional*	\$15.00	+	\$85.00	=	\$100.00
<input type="checkbox"/> Student*	\$15.00	+	\$85.00	=	\$100.00
<input type="checkbox"/> Retired	\$20.00	+	\$85.00	=	\$105.00

TOTAL MEMBERSHIP DUES

\$

*New Professionals please indicate date of graduation (month/year) ____/____ and institution _____.

*Students please indicate expected date of graduation (month/year) ____/____ and institution _____.

Payment Method

Total amount enclosed or to be charged \$ _____

☐ Check or money order, payable to ACA in U.S. funds, enclosed
☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Credit Card# _____ Exp. Date _____

Cardholder's Name (print) _____ Phone () _____

Authorized Signature _____ Date _____

There shall be no discrimination against any individual on the basis of ethnic group, race, religion, gender, sexual orientation, age, and/or disability.

Valid thru 6/30/2006

Four Easy Ways To Join

PHONE
800-347-6647 x222
(Have your credit card ready)
M-F, 8:00 a.m. – 7:00 p.m., ET
FAX
800-473-2329
WEB
www.counseling.org
MAIL
Application and payment to:
P.O. Box 791006
Baltimore, MD 21279-1006

ASSOCIATION FOR COUNSELORS AND EDUCATORS IN
GOVERNMENT (ACEG)
BY-LAWS

Revised: April 2005

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ARTICLE I NAME

Section 1. The name of this association shall be the Association for Counselors and Educators in Government (ACEG), ~~a~~ Division of the American Counseling Association (ACA).

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Section 2. The association is formed to:

- a. encourage and deliver meaningful guidance, counseling, and educational programs to all members of the Armed Services, their family members, and civilian employees of State and Federal Governmental Agencies.
- b. encourage development of professional monographs and convention/conference presentations by any of these agencies.
- c. develop and promote the highest standards of professional conduct among counselors and educators working with Armed Services personnel and veterans.
- d. establish, promote, and maintain improved communication with the non-military community; and
- e. conduct and foster programs to enhance individual human development and increase recognition of humanistic values and goals within State and Federal Agencies.

ARTICLE II MEMBERSHIP

Section 1. Membership in this association shall be held by individuals who are members in good standing of the American Counseling Association (ACA). There shall be five (5) categories of membership: 1] Professional; 2]Regular, 3]Retired; 4]Student, and 5]ex officio. Definitions and minimum qualifications are as follows:

- a. Professional members are those who hold graduate degrees from accredited college(s) or universities(s) in counseling, education, human development, psychology, sociology, or directly related fields in human services.
- b. Regular members are those who have earned at least a bachelor's degree in any of the above fields from an accredited college or university, plus a minimum of five (5) years work experience related to the above fields which may include:
 - (a) personnel assessment, professional development evaluation, research and other aspects of such work in government agencies and/or other organizations; or
 - (b) assessment, testing, program evaluation, research, and writing directly related to any of the above; and/or
 - (c) counselor-in-training in any of the above; and/or
 - (d) Administration/supervision in any of the above.

- c. Retired members are eligible for reduced ACA and ACEG dues in accordance with current ACA policies and procedures. They are entitled to all the privileges on individual membership.
- d. Student members are defined by ACA and are entitled to reduced ACA and ACEG dues. They are entitled to all the privileges of individual membership.
- e. Exs officio members are defined by ACA and are included on the ACA roster of members.

Section 2. Annual dues shall be established by action of the ACEG Board of Directors and shall become effective due concurrently with ACA dues

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Section 3. Members may be dropped from membership in accordance with ACA requirements.

ARTICLE III STATE DIVISIONS

Section 1. State Divisions of ACEG may be established.

Section 2. The ACEG Board of Directors shall establish policies and procedures for the establishment of State Divisions. These policies and procedures shall be in accordance with ACA policies and procedures.

ARTICLE IV MEETINGS

Section 1.

- a. The annual meeting shall be held in conjunction with the ACA Annual Convention or at a time designated by the Executive Committee.
- b. The Annual Meeting shall be for the purpose of hearing summary reports from officers and committees, conducting the business of the association, and presenting programs of benefit to the members.
- c. Resolutions made be presented and voted on at the Annual Meeting provided each resolution has been received, in writing, by the Bylaws and Resolutions Committee at least sixty (60) days prior to the Annual Meeting. Resolutions of an emergency nature may be approved for presentations at the Annual Meeting if they are presented, in writing, to the Executive Committee before the Annual Meeting a majority of the members present approves hearing the resolution. A 2/3 vote is required for adoption.

Section 2. The Board of Directors shall meet at least once a year prior to the Annual Meeting. Other meetings of the Board of Directors may be called by the President or the Executive Committee.

Section 3. Special meetings of the association may be called by direction of the Board of Directors, which shall give at least forty-five (45) days written notice to the membership. Special meetings shall transact only such business as is stated in the call to the meeting.

Section 4. Quorums

- a. A majority of the members present at the Annual Meeting shall constitute a quorum for transacting business.
- b. A majority of the Board of Directors shall constitute a quorum of that body. A majority of the Executive Committee shall constitute a quorum of that body.

ARTICLE V ELECTED OFFICIALS

Section 1. The elected officials of the association shall be President, President Elect, Immediate Past President, Secretary, Treasurer, Governing Council Representative, and six (6) of the Directors. The elected officials of the association form the Executive Committee.

Section 2. The Nominating Committee shall conduct the nominations for elected officials in accordance with policies and procedures established by the association Board of Directors and ACA guidelines.

- a. Any member may nominate a candidate for office or Director.
- b. Nominations must be in writing and be accompanied by a statement of the qualifications of the nominee plus a written statement of acceptance by the nominee
- c. Nominees must be members in good standing of ACA and ACEG.
- d. Nominees for President Elect shall have served at least one term in any of the following positions: Secretary, Treasurer, or Director.
- e. Nominees for Treasurer must agree to keep association funds in U.S. and not foreign banks as well as agree to an independent audit, if needed.

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Nominees for Governing Council Representative must be a past President of the association.

Section 3. Officials shall serve without compensation.

Section 4. Terms of Office

- a. A term of office for officers shall begin with the association fiscal year and shall be for a period of one (1) year or until a successor takes office.
- b. A term of office for any elected Director shall be two (2) years or until a successor takes office. There are no term limits for elected Directors.
- c. A term of office for appointed Directors shall be two years starting in the association fiscal year of the appointing President.
- d. The term of treasurer shall begin with the association fiscal year and shall be for a period of two years.
- e. The term of secretary shall begin with the association fiscal year and shall be for a period of two years.
- f. The term of governing council representative shall begin with the association fiscal year and shall be for a period of three years.
- g. An appointed secretary, treasurer, or governing council representative may serve out the remaining term of the elected officer but must stand for election during the next association fiscal year to serve succeeding terms.

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h. Vacancies in office shall be filled as provided for in these by-laws.

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ARTICLE VI DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of this association and shall

- a. Preside at the Annual Meeting, meetings of the Board of Directors, the Executive Committee, and any special meetings;
- b. Be an ex officio member of all committees except the Nominating Committee;
- c. Serve ACA in any capacity required by that association;
- d. Appoint all standing and special committee chairs, subject to the approval of the Executive Committee;
- e. Insure that a well-rounded program is developed for the year to include projects and activities geared to achieving the purposes for which this association is formed.
- f. Submit an annual written report to the President of ACA in accordance with ACA bylaws, but in no case later than thirty (30) days prior to the Annual Convention.

Section 2. The President Elect shall

- a. Perform the duties of the President in the absence of the President.
- b. Assume the office of the President in case of an emergency and the office of President becomes vacant.
- c. Work closely with the President and act in any capacity requested by the President and consistent with these bylaws and the bylaws of ACA
- d. Be primarily involved with developing the association's program for the year.
- e. In case of an emergency and the office of President Elect shall become vacant the following procedures shall be instituted:
 - (1) If the vacancy occurs prior to the ACA Annual Elections, or if there is no candidate by the date established by ACA
 - (a) the President, with the approval of the Executive Committee, shall direct the Nominating Committee to conduct a candidate search and
 - (b) appoint an Election Committee consisting of three (3) members to send out, receive, and count the ballots and report to the association at the Annual Meeting.
 - (2) if the vacancy occurs within thirty (30) days before the Annual Meeting, nominations and election by ballot may be conducted at the Annual Meeting.
 - (3) If the vacancy occurs after the Annual Meeting, but before the beginning of the association/ACA year, the President, with the approval of the Executive Committee shall:
 - (a) appoint an emergency Nominating Committee of three (3) members, preferably with one or more past presidents as members, to conduct a candidate search and
 - (b) appoint an emergency Election Committee to conduct the election by mail.

- (4) if the vacancy occurs after the association/ACA year has begun, the office of President Elect shall remain vacant for the remainder of the year and the President, with the approval of the Executive Committee shall:
- (a) appoint a Program Committee Chair from among the Directors; and
 - (b) assign the remaining President Elect functions to the other Directors.
 - (c) A candidate for President and President Elect shall be nominated for the ensuing year.

Section 3. The Immediate Past President shall:

- a. Serve as Chair of the Nominations and Awards Committee;
- b. Work with the President and the President Elect to assure continuity in affairs of the association.
- c. Serve in any capacity requested by the President, the Executive Committee, or ACA.

Section 4. The Secretary shall:

- a. record and maintain minutes of all meetings of the association;
- b. maintain correspondence of the association as directed by the President or the Executive Committee.
- c. Serves as the historian of the association; transfers files after 5 years to ACA for archives/safe keeping after review.
- d. In case of an emergency and the office of Secretary shall become vacant, the President shall appoint a new Secretary subject to the approval of the Executive Committee.

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Section 5. The Treasurer shall:

- a. maintain accurate records of income and expenditures and report thereon at least annually as directed by the President, Executive Committee, or ACA
- b. keep an accurate record of the membership in coordination with the Membership Committee Chair and ACA
- c. serve as ex officio member of the Audit and Finance Committee
- d. prepare all books for audit within ten (10) days following the end of the association year or as directed by the President, Executive Committee or ACA.
- e. Keep the Executive Committee informed on the financial status of the association at all times.
- f. Ensure that the financial obligations of the association are paid in a timely manner and the association tax exempt status maintained.
- g. Ensure that the association management agreement with ACA does not lapse.
- h. Coordinate, advise, and carry out registration activities for the association's Professional Development Institute held in conjunction with the annual

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convention of the American Counseling Association to include the collection of advance registration fees.

- i. In case of an emergency and the office of Treasurer shall come vacant, the President shall appoint a new Treasurer subject to the approval of the Executive Committee.
- j. Designate up to two other members of the association, subject to approval of the Executive Committee to assist with the financial management of the association bank account.

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Section 6. Governing Council Representative shall:

- a. represent the association at scheduled meetings of the American Counseling Association Governing Council.
- b. prepare, advise, and report back on Governing Council activities to ACEG Board of Directors on pertinent activities and actions impacting on the association.
- c. prepare discussion points, resolutions, and proposed responses to issues with any explanation, if needed, to be published in the association newsletter to keep the membership informed.
- d. in case of an emergency and the office of Governing Council Representative shall become vacant, the President shall appoint a new Governing Council Representative subject to the approval of the Executive Committee.

Section 7. Directors shall:

- a. shall serve on the Executive Committee if elected
- b. meet annually at a place and time to be determined in advance but usually in conjunction with the annual ACA convention.
- c. serve as committee chairs and committee members
- d. in case of an emergency and the position of an elected director becomes vacant, the President may appoint a director for the remainder of the association fiscal year or to serve until an elected director assumes the office.

Section 8. Special Duty Appointments and Special Committees

- a. shall be named by the President and approved by the Executive Committee.
- b. term of office cannot exceed the association fiscal year and duties and/or mission must be specifically defined with stated outcomes and expectations clearly stated.
- c. shall be subject to oversight and review by the Executive Committee and maybe dismissed or dissolved when no longer needed.
- d. Upon completion of mission/task, a written report must be provided to the Executive Committee within 60 days.

Section 7. General duties of Officers.

- a. each officer shall prepare an annual report for publication in the Pre- or Post-Convention Newsletter

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each officer except the Treasurer shall turn all association materials over to their successors at the close of the association year.

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ARTICLE VII BOARD OF DIRECTORS

Section 1. The Officers, the immediate Past President, the elected and the appointed Directors shall constitute the Board of Directors of the association.

- a. there shall be twelve (12) Directors, each serving a two (2) year term of office
- b. three (3) Directors shall be elected each year and three (3) appointed by the President with the advice and consent of the Executive Committee.
- c. Directors will normally be appointed as Standing Committee Chairs or to serve as special advisors to the President.
- d. In considering appointments to the Board of Directors, the President will consider full representation of the various Armed Services and professional specialties included in the association's membership.

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Section 2. The Board of Directors shall:

- a. have general supervision of the association in the interim between Annual Meetings.
- b. Implement the program of the association under the direction of the President and the President Elect:
- c. Establish policies to govern the affairs of the association.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1. The elected officers and the immediate Past President shall constitute the Executive Committee of the association.

Section 2. The Executive Committee

- a. shall act for the association in case of an emergency between meetings of the Board of Directors; and
- b. advise the President and approve appointments of standing and special committee chairs and any other appointments authorized by the bylaws.
- a. Maintain liaison with ACA Ethics Committee to implement the requirements stated in the bylaws and other directives of ACA.
- b. Report to the membership on ACA requirements and standards for ethical conduct and on procedures for handling reported violations.

ARTICLE IX STANDING COMMITTEES

Section 1. The Standing Committees of the association shall be:

Audit and Finance (combined by membership vote , Apr. 2001)
(combined by membership vote, Apr. 2001)
Bylaws and Resolutions (duties remain the same)
(responsibilities to be assumed by the Executive Committee)

(combined with Audit Committee
(combined with Long Range Planning)
Government and Strategic Planning (combined by vote Apr, 2001)
Membership (duties remain the same)
Nominations and Awards (committees combined by vote Apr. 2001)
Program (remains the same)
Publications, (remains the same)and
Public Relations(remains the same)

Section 2. Committee Chairs for the ensuing association year shall be appointed by the President Elect, with the consent of the newly elect Executive Committee, at the Annual Meeting.

Section 3. The Audit and Finance Committee shall:

a. in coordination with the Treasurer, review the financial status of the Association within thirty (30) days of the end of the Association year, and report thereon to the Board of Directors; on approval by the Board of Directors, the report shall be printed in the next issue of the official publication of the association. ~~Newsletter~~

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b. In coordination with the Treasurer or Executive Committee, review the financial status of the association during the association year, if requested to do so by a majority of the Executive Committee or the Board of Directors, and report thereon to the requestor(s)

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c. In coordination with appropriate ACA staff, prepare an annual budget for submission to the Board of Directors.

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d. Supervise the financial affairs of the association, reporting thereon as required by the President, the Board, or ACA

e. Prepare and file the completed annual audit report and/or change of treasurer audit report within 30 days with the association treasurer and President for acceptance by the Board of Directors/Executive Committee.

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f. A copy of the audit report shall be made available to the ACA Treasurer when requested.

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g. Shall review the tax exempt and charter status of the association from time to time and make recommendations as needed to the Board of Directors.

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h. Shall consist of three (3) members including the chair, who shall be familiar with the association's administrative and financial practices.

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~~Combined with the Nominations committee:~~

~~a.~~

Section 5. The Bylaws and Resolutions Committee shall:

- a. On appointment, review the current bylaws for adherence to ACA Bylaws, and for clarity and compliance.
- b. Receive and review all proposed amendments to the bylaws of the association.
- c. Process all proposed amendments in accordance with Article XII and ACA guidelines.

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- d. Receive and review all resolutions to be presented at the Annual Meeting in accordance with Article IV of these bylaws.
- e. Consist of at least three (3) members including the Chair who should be familiar with parliamentary procedures.

Section 9. The Government and Strategic Planning Committee shall:

- a. In coordination with appropriate ACA committees and staff, study and report to the officers and membership on long range growth, development, and membership patterns for the association.
- b. Review and analyze the structure and purposes of the association as impacted by the results of studies prescribed in subsection a.
- c. Develop recommendations concerning long range growth for consideration by the officers and membership, assuring that such recommendations are within ACA guidelines and the expressed needs and desires of the membership.
- d. Study and report to the officers and membership on any matters impacting the goals of this association and ACA.
- e. Work with appropriate committees of ACA and the other Divisions in achieving common goals.
- f. Regional Vice Chairs may be appointed by the President with the approval of the Executive Committee.
- g. Consist of at least three (3) members with a past president as chair and at least one (1) Director as a member.

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Section 10. The Membership Committee shall:

- a. Promote membership in ACEG;
- b. Work closely with ACA committees and staff to address membership concerns and report to the association officers and membership on programs.
- c. Work closely with the Long Range Planning Committee to assure consistent growth;
- d. Consist of at least three (3) members with a Director as Chair;
- e. Include State and/or Regional Vice Chairs to be appointed by the President with the approval of the Executive Committee;
- f. In coordination with ACA, the Treasurer, and the *Newsletter* Editor, prepare an update of the Membership Directory for distribution at the Annual Meeting. Remaining copies to be mailed with the next issue of the *Newsletter*.

Section 11. The Nominating and Awards Committee shall:

- a. Conduct the nominations of the association;
- b. Review and recommend procedures for conducting the nominations in accordance with policies adopted by the Board of Directors;
- c. Consist of at least three (3) members with the immediate Past President as Chair;
- d. Observe any conditions required by ACA for the conduct of the nominations.
- b. Review any proposed awards suggested by the membership and prepare an Awards program to be presented to the Executive Committee for approval;

- c. Publish qualifications for approved awards and requests for nominations from the membership no later than the August issue of the *Newsletter*.
- d. Review award nominations and report to the President and the Board of Directors no later than sixty (60) days prior to the Annual Meeting.

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Section 12. The Program Committee shall:

- a. Coordinate with appropriate ACA committees and staff in developing the program for the year, for the ACA Annual Convention, and the association Annual Meeting.;
- b. Develop study items of interest to the membership and present them to the Board of Directors for discussion and approval. The items may be published in the *Newsletter* for review and action by the membership;
- c. Consist of at least three (3), but no more than five (5) members to include the Chair who shall be an officer of the association.

Section 13. The Publications Committee shall:

- a. Monitor the publications of the association;
- b. Work with appropriate committees and staff of ACA and other Divisions in developing and promoting professional publications;
- c. Work with the *Newsletter* Editor and the Finance Committee to solicit advertising for association publications;
- d. Consist of at least three (3) members including the Chair;
- e. Regional vice Chairs may be appointed by the President with the approval of the Executive Committee.

Section 14. The Public Relations Committee shall:

- a. Coordinate with appropriate ACA committees and staff to study and report on any matters affecting the goals and image of the association and report to the officers and membership on progress;
- b. Work closely with the other association committees, with ACA committees and staff, and with other Divisions to develop and implement plans to publicize the goals and activities of the association in the media, with particular attention to Armed Services and other Government media;
- c. Consist of at least three (3) members including the Chair;
- d. Regional Vice Chairs may be appointed by the President with the approval of the Executive Committee.

ARTICLE X BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. No member shall have severable or transferable interest in the assets of the association.

Section 2.

- a. All expenditures of the association shall be authorized by the President or Treasurer;

- b. All expenditures shall be processed in accordance with ACA policies and procedures.

Section 3.

- a. No appropriations of the association shall be made except pursuant to the authority of the Board of Directors;
- b. The Board of Directors shall adopt an annual budget in accordance with ACA policies and procedures.

Section 4. The fiscal year of the association shall coincide with that of ACA – July 1 to June 30.

Section 5. Dissolution of the Association.

- a. In case of the dissolution of the association, and in accordance with the bylaws and policies of ACA, none of the assets of the association shall be distributed to any of the members.
- b. Any funds remaining after all bona fide debts and taxes have been paid shall be transferred in total to the ACA Foundation. The ACA Foundation shall establish a scholarship fund in the name of ACEG until all of the funds are expended.
- c. Association records shall be turned in to the ACA executive director to be placed in the ACA archives.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's RULES OF ORDER current edition, shall govern proceedings of the association in all cases to which they are applicable.

ARTICLE XII AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any Annual Meeting provided the proposed amendments are submitted, in writing, by the Bylaws and Resolutions Committee at least ninety (90) days prior to the Annual Meeting.

Section 2. The Bylaws and Resolutions Committee shall be responsible for reviewing and forwarding proposed amendments to the Board of Directors with recommendations; then sending proposed amendments, in writing, to the membership, postmarked not later than thirty (30) days prior to the Annual Meeting.

Section 3.

- a. The proposed amendments shall be voted on at the Annual Meeting and shall require a 2/3 vote for adoption.
- b. Amendments so adopted must be submitted to ACA for approval at least thirty (30) days prior to the beginning of the next association year.
- c. Amendments adopted shall become effective at the beginning of the next association year, after approval by ACA

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Section 4. An amendment of an urgent nature may be voted on by mail as follows:

- a. The Bylaws and Resolutions Committee shall submit any such amendments to the Executive committee for approval of a mail vote.
- b. If approved, the Bylaws and Resolutions Committee shall send the proposed amendment, in writing, to all members in good standing with a reasonable suspense date for return.
- c. A 2/3 vote of the entire membership shall be required for adoption.

HISTORY OF THE ACEG BYLAWS ACTIONS

Bylaws originally adopted, Dec, 1978 in Dallas, Texas under the name of Military Educators and Counselors Association.

Amended by 2/3 vote, Apr 4, 1981, in St Louis, Missouri, to add:

- (1) Government Relations and Publication Committees and to specify the duties of these committees; and
- (2) To add Article X, Business Affairs of the Association.

Amended by 2/3 vote, Mar 18, 1982, in Detroit, Michigan. The following changes were adopted:

- (1) A date of June 30, 1985 was established as a deadline for achieving Division status with the American Personnel and Guidance Association. (APGA)
- (2) The office of secretary/treasurer was deleted, the offices of Secretary and Treasurer established and their duties specified.
- (3) Added requirement for officers to submit an annual report of publication in the *Newsletter*.

Amended by general consent, Mar 1984, in Houston, Texas, to reflect change in name of APGA to American Association for Counseling and Development.

Amended by unanimous vote, Apr 2, 1985, in New York, NY, to reflect acceptance as an Organizational Affiliate of AACD.

Amended by 2/3 vote, Apr 20, 1986, in Los Angeles, CA. Changes in terms of office and procedures for handling expenditures were adopted.

Amended by 2/3 vote, Apr 22, 1987, in New Orleans, LA. The following changes were adopted:

- (1) In Article V, the title was changed from Elected Officers to Elected Officials
- (2) A Vice President and six (6) Directors were added to the elected officials;
- (3) Duties of the Vice President were added;
- (4) Structure of the Board of Directors was more clearly defined;
- (5) Awards and Long Range Planning Committees were added and duties outlined.

Amended by 2/3 vote, Mar 15, 1989, in Boston, MA, to delete the office of Vice President and require that candidates for President Elect have served as officer or Director of the association.

Amended by 2/3 vote, Apr 21, 1991, in Reno NV, to adopt membership classifications in accordance with AACD requirements.

Amended by 2/3 vote, Mar 15, 1993, in Atlanta, GA to reflect change from AACD to American Counseling Association; to clarify membership categories; to add procedures for handling vacancies in the office of President Elect, and to bring other sections into line with ACA requirements.

Amended with 2/3 vote on Apr 24, 1994 in Minneapolis, MN to change the name of the organization the Association of Counselors and Educators in Government.

Amended with 2/3 vote on Apr 19, 1996 in Pittsburgh, PA, to form an internal audit committee.

Amended with 2/3 vote Mar 28, 1998, in Indianapolis, IN, to bring the categories of membership into line with guidelines from ACA; and to form an official audit committee and outline duties of such committee.

Amended with 2/3 vote Mar 17, 2001, in San Antonio, TX, to bring changed to the Executive Committee responsibilities and align the Standing Committees to better serve the organization.